2016-2017

Student Handbook

Pine Technical &
Community College
A MEMBER OF MINNESOTA STATE

Pine Technical & Community College 2016/2017

Property of:_____

Address: _____

Phone #:_____

In case of emergency, please notify:

Name:_____   Phone #: _____

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2016-2017 ACADEMIC CALENDAR

Fall Semester 2016	Total Instructional Days: 79
August 16-18	Faculty and Staff Administrative Directed In-service (no classes) *Aug. 18 time frame 11 am-6 pm Jump Start
August 19	Faculty work Day (Contract Day)
August 22	Fall Semester Begins: First Saturday class August 27
September 5	Labor Day Holiday (Campus Closed; no classes Saturday Sept. 3)
October 4	Program Advisory Meetings (classes held)
October 14	Mid-Term Ends-for Saturday Classes Oct. 15
October 20-21	Noncontract Faculty Days/No Classes
October 22	Saturday Classes Held
October 31 – November 4	Advising Week: Students Meet with Advisors
November 11	Veterans Day (Campus Closed)
November 24 – 25	Thanksgiving Holiday (Campus Closed); also closed Saturday, Nov. 26
December 12-16	Final Exam Week; Final Exams for Sat. Classes Dec. 17
December 25	Holiday (Campus Closed)
December 19 – January 8	Semester Break (no classes)
Spring Semester 2017	**Total Instructional Days: 81**
January 2	New Year's Day Holiday Observed (Campus Closed)
January 4-5	Faculty and Staff Administrative Directed In-service (no classes) *Jan. 5 time frame 11 am-6 pm Jump Start
January 6	Faculty Work Day (Contract Day)
January 9	Spring Semester Begins; First Saturday Class Jan. 14
January 16	Martin L. King Holiday (Campus Closed)
February 20	Presidents' Day (Campus Closed)
March 3	Mid-Term End-for Saturday Classes Mar. 4
March 6-10	Spring Break (no classes); No Saturday class Mar. 11
April 4	Program Advisory Meetings (classes held)
April 14	Campus Conversation Day (Faculty Contract Day; No Classes; No Sat. classes Apr. 15)
May 5-11	Final Exam Week
May 11	Last Day of Classes; Last Saturday Class May 7
May 12	Commencement and Faculty Contract Day
Summer Session 2017	**Total Instructional Days: 39**
June 5	Summer Session Begins
July 4	Independence Day (Campus Closed)
July 28	Last Day of Summer Session
Additional Faculty Contract Days 2017 - 2 additional non instruction days	
These two days will be Float Days: Faculty will schedule with CAO; these days are to be scheduled in the summer for advising and assisting with registration. For Faculty with summer-teaching assignments, these days are to occur on nonscheduled teaching days. Summer Session courses may have flexible beginning or ending dates as long as it is not prior to the first day or after the last day of Summer Session.	

(Academic Calendar Reviewed by Student Senate on 1/20/2016)

(Academic Calendar approved by CAO on 1/21/2016 & MSCF President on 1/22/2016)

PTCC Student Senate welcomes you to Pine Technical & Community College!

THANK YOU

This handbook was made possible by the generous contribution of the Pine Technical & Community College Student Senate. It is paid for with funds from your Statewide Student Association (www.mscsa.org) and PTCC Activity Fees.

This is one of many services provided by your Student Senate. For more information on Student Senate and other PTCC student organizations, please feel free to stop by the Student Life Office.

All information in this document is accurate at the time of printing. Policies, procedures and practices are continuously reviewed and revised and may change throughout the academic year. Check with the Student Affairs office if you have questions that are not specifically addressed in this Handbook. Current Pine Technical & Community College policies can be found at: www.pine.edu

WELCOME TO PINE TECHNICAL & COMMUNITY COLLEGE

In 2014, Pine Technical College became Pine Technical & Community College (PTCC). At the core of this change is the expectation that we continue to deliver the excellent academics and student supports that our students have come to expect. We are here to help you achieve your educational and career goals. Thank you for letting us help you along this exciting journey as you complete your personal educational goals.

ABOUT US

Pine Technical & Community College has a long history of providing quality education to the Pine County community and beyond since 1965. Pine Technical & Community College provides opportunities and resources for learning and offers services that enhance individuals' abilities.

PINE TECHNICAL & COMMUNITY COLLEGE MISSION, VISION AND VALUES

Mission Statement – Known for innovation and contributions to strengthen communities, we make college possible for those starting out or starting over. Whether a student seeks a career program, new skills or general education transferrable to another college or university, Pine Technical & Community College is an excellent choice.

PTCC Vision – In 2027, the people of East Central Minnesota will first turn to Pine Technical & Community College when they want career education, new skills or general education. More than 1200 FYE will be enrolled in programs; more than 4000 will benefit from training experiences; and the region will enjoy a dynamic, vibrant cultural resource. The heart of the college will be in up-to-date, technology driven facilities, complimented by satellite sites and online capabilities.

PTCC Values - Pine Technical & Community College firmly believes knowledge improves lives; thus, the College is committed to the following values:

- Student- Focused
- Innovative
- Inclusive
- Transparent
- Respectful
- Passionate

Policies and Procedures – Policies and procedures are reviewed and updated to meet changing practices, legislation and/or to support student and business needs. For the most updated versions of policies and procedures, please refer to www.pine.edu

ACCREDITATION & GOVERNANCE

Pine Technical & Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South, LaSalle Street, Suite 7-500, Chicago, IL 60604.

EQUAL OPPORTUNITY

Pine Technical & Community College strives to provide a bias-free learning environment through equal opportunity for all students. An appreciation for diversity is reflected in program curricula, college organizations and occasional special events. The diversity mission statement is as follows: Pine Technical & Community College values the benefit of diversity and is committed to supporting an inclusive environment that recognizes the value and dignity of each person. Our role is to create a climate where each individual feels welcomed, supported and respected.

Students, staff and faculty shall have equal access to its programs, facilities, and employment regardless of race, color, creed, religion, gender, national origin, sexual preference, veteran's status, marital status, age, disability, political affiliation/belief status with regard to public assistance, or inclusion in any other group or class against which discrimination is prohibited by Title IX, Education Amendment of 1972; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act (ADA) of 1990; Chapter 363 of Minnesota Statutes and other applicable federal, state, and local statutes and regulations. This policy is particularly applicable in college-approved housing, food service, student activities and all student services. It is also a guiding policy in the employment of students either by the College or by other employers through the College and in the employment of faculty and staff.

Pine Technical & Community College's Title IX and Title VI Coordinator is the college counselor 320-629-5135. Pine Technical & Community College's ADA/Section 504 Coordinator (Disability Services Director) can be contacted at 320-629-5174. Both may be reached at Pine Technical & Community College, 900 4th Street S.E., Pine City, MN 55063.

Concerns regarding discrimination under any of the College's educational programs, activities, or services should be directed to the College's Chief Student Affairs Officer. Further inquiries can be made to the MN Department of Human Rights, the MN Department of Education, or the Office for Civil Rights, U.S. Department of Education. Contact information for these agencies is available through the Pine Technical & Community College's Student Affairs Office and is also on file in the Learning Resource and Technology Center.

STUDENT SUCCESS TIPS

The following "Before you Begin" items are designed to help students navigate through their college journey and assist in successfully achieving their educational and career goals.
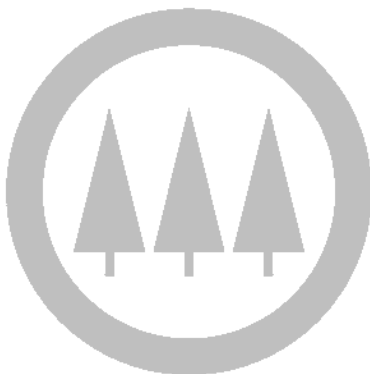
BEFORE YOU BEGIN

ADMISSION TO THE COLLEGE
All career and technical opportunities will be offered without regard to race, color, national origin, sex or disability. The college assures that the lack of English skills will not be a barrier to admission and participation. For information on applying to the college, please visit: www.pine.edu/future-students.

ABILITY TO BENEFIT
As of July 1, 2012, students without a high school diploma or a GED may be accepted to the college but will not be eligible for federal financial aid (See Policy 317). A student may be asked to provide their high school transcripts or proof of GED.

IMMUNIZATION
Minnesota Law (MS 135A.14) requires that all students born after 1956 and who graduated from high school before 1997 and enroll in a public or private post-secondary school in Minnesota, including Pine Technical & Community College, must provide evidence of immunization for measles, rubella, mumps, diphtheria and tetanus. Immunization forms and additional information are available from the Student Affairs Office or at www.pine.edu.

ASSESSMENT FOR COURSE PLACEMENT
Prior to registering for courses, incoming students complete an assessment of their basic academic skills. The assessment results are used for academic advising, career counseling, and to assist students in selecting appropriate courses. Upon receipt of a completed application (see the College's Policy 300), students will receive a letter notifying them to contact Student Affairs to schedule their assessment.

TRANSFER OF CREDIT
Students transferring credits from another Minnesota State Colleges and Universities System (MnSCU) institution will have their credits transferred in on the E-transcript and do not need to provide an official copy of their transcript. Students requesting transfer of credit from a non-MnSCU college or university must submit an official copy of that college's (host college) transcript for evaluation by the college. Information regarding the Minnesota Transfer Curriculum can be found on the PTCC website at: www.pine.edu/academics/transfer-information. Students have the right to appeal a transfer decision. For information on that process, contact the Student Affairs Office.

BEFORE CLASSES BEGIN

Pine Technical & Community College Website – Students are encouraged to bookmark the Current Students page for quick access to D2L Brightspace, eServices and resources. Almost all information can be found on the college's website at www.pine.edu

STAR ID – STAR ID is required for D2L Brightspace and eServices log in. A student can acquire and manage their STAR ID account here: starid.mnscu.edu .

Photo ID –Photo ID is required for accessing LRTC resources, printing, at campus events and activities and identification. They can be acquired in the Learning Resource and Technology Center (LRTC).

Text Opt-IN – for campus communication and reminders opt in at:

http://pine.edu/technology-services/text-message-alerts

Pay for courses – Students are encouraged to complete a FAFSA and must make payment arrangements or pay tuition by the tuition deadline.

EACH SEMESTER

Keep Focused – When things get tough focus on goals such as: a college degree, better employment, a satisfying career, and greater opportunities. Students are encouraged to: arrive to class on time, be prepared, participate in class, ask questions, and seek assistance and resources as soon as a concern or issue arises. Connect with an instructor, classmate(s), student club members or someone at the college that can offer support and encouragement.

Due Dates – Be aware of tuition due dates as well as add/drop and last date to withdraw dates.

Course Syllabus – Understand the course syllabus provided by the instructors for each course. A syllabus will explain attendance expectations, how a student will be evaluated for grading, due dates for projects, exams and assignment requirements.

Study Skills – Take detailed notes, ask questions, and access academic supports earlier rather than later. Plan study time, don't procrastinate and visit the Academic Skills Center if necessary.

Rule of Thumb – For every credit plan for 2 to 3 hours of classwork, study time, assignments and outside academic requirements.

Get to know IT and LRTC staff and supports – the LRTC and IT staff have many resources and supports available to assist in student success.

Time Management – Plan ahead to meet college, financial and academic deadlines such as paying tuition, planning for registration, meeting with an advisor, studying for exams or student events, submitting needed documents including graduation application and turning in assignments or projects. Schedule other events outside of college courses and academic demands.

Student Email and D2L Brightspace information updates – Check PTCC email frequently! **This is the college's formal means of communication.** Updates, news, or upcoming events will also be posted to D2L/Brightspace.

Check academic progress – An Interactive Degree Audit Report (DARs) is found in eServices and contains the program of study, academic progress and advisor information for each student. Students are encouraged to review their DARs frequently and use this to guide registration.

Credit for Prior Learning – Meet with an advisor or Student Affairs Staff to discuss the possibility that work experience or out-of-college experience can earn credit towards a course or program. See PTCC Policy 217R4.

Satisfactory Academic Progress – Check regularly with instructors to make sure adequate progress is being made. Satisfactory Academic Progress is required to remain in good academic standing and maintain eligibility for financial aid.

Academic Alert System - This resource is to assist you in successfully meeting your academic goals. Your instructor may contact Student Affairs if they are concerned about your progress. You may receive an email or be contacted by Student Affairs staff if you have poor attendance, are not meeting academic requirements or would benefit from other student supports such as peer tutoring, disability services or a community resource. For more information on disability services go to http://www.pine.edu/student-services/disability-services.

eServices – EVERYTHING regarding a student record can be accessed through eServices: www.pine.edu/current-students

- Financial aid award letter
- Tuition bill and balance due
- Student employment tax forms
- Tuition statement for tax purposes (1098T)
- Registration windows
- Grades and unofficial transcripts
- Student employment eligibility
- Course descriptions and schedule (last date for adding/dropping or withdrawing) and special notes
- DARs – Interactive Degree Audit Report indicates academic progress and program requirements and completion

Student Resources – First stop for assistance is the PTCC website: www.pine.edu

- GPS Life Plan
- Student Employment
- Academic Skills Center and peer tutoring
- Student Success Workshops – free workshops are provided to enhance academic and life skills
- Student Affairs – we are here to assist you, please contact us for resources and support 320-629-5100
- Desire to Learn (D2L Brightspace)and online resources: pine.edu/current-students
- IT Helpdesk – email helpdesk@pine.edu
- Program requirements

AS NEEDED

Apply for graduation the semester prior to expected program completion. Watch for graduation alerts via email, hallway monitors and D2L Brightspace.

Plan for commencement – We celebrate academic success by holding one commencement ceremony each year after spring semester. If a student graduates or completes their academic program in a different term, they are still encouraged to participate in the commencement ceremonies.

Keep current – Students are encouraged to keep their name, address, phone number and email address current. This information can be updated through eServices on the website or at the Student Affairs office.

CAMPUS QUICK CONTACT INFORMATION

CAMPUS PHONE NUMBERS
For a complete list of staff and faculty phone numbers, please visit our campus website at: www.pine.edu/staff-and-faculty/directory/.

QUICK NUMBERS:
Pine Technical & Community College/Student Affairs – main phone	320-629-5100
Student Senate office - www.pine.edu/current-students/student-life/student-senate	320-629-5160
IT Helpdesk - www.pine.edu/helpdesk	320-629-5113
Campus Store - www.campus-store.pine.edu/home.aspx	320-629-5137

WEATHER ALERTS

STAR ALERT

Star Alert emergency messages are sent through text mail and email during emergency situations. Students, staff and faculty register for the service and then receive text or email messages on their cell phones. Notifications are brief and clearly identified as Star Alerts. They include information on the situation at hand, action to take and where to find additional information. Students register for Star Alert at: http://pine.edu/StarAlert *(please note - this is not the same as text message opt-in but is a separate text message system dedicated to campus delays or closings or safety issues.)*

Determination of closing or delayed opening will be made whenever possible by 6:30 a.m. In case of a weather emergency, students who are deaf or hard of hearing will receive notification by faculty, the supervisor or designated back-up staff. If a weather emergency is called after school hours, students who are deaf or hard of hearing can obtain official notification by watching weather broadcasts on WCCO or KARE 11 Television. Broadcasts are close captioned.

The following are also methods of notification of campus closings:

WCMP (1350 AM/100.9 FM Pine City)

WCCO (830 AM, Twin Cities)

KKCB-B105 (105.1 FM, Duluth)

KOOL (101.7 FM, Duluth)

KARE 11 (Twin Cities)

www.facebook.com/PineTechnicalCommunityCollege

www.pine.edu

CAMPUS CONNECTION

TEXT OPT-IN OPTION

Students can choose to OPT IN to receive campus communication via text. PTCC sends helpful information about a variety of campus-related topics, such as:

- Specific course information: schedule changes or deadlines
- PTCC reminders: Reminders of deadlines for students, such as "last date to withdraw," etc.
- Financial aid: Dates and reminders important for students receiving financial aid
- Student activities: Receive updates about upcoming events hosted by Student Senate
- Technology updates and issues: PTCC system updates and information
- This is a free service; however wireless providers may charge a fee

Information about text options can be found here: www.pine.edu/technology-services/text-message-alerts

STUDENT EMAIL

Pine Technical & Community College student emails will be used as the official email option. Official notifications and campus news will be sent to this email address. This is considered the official means of communication.

HALLWAY MONITORS

The monitors located throughout the campus will be used to communicate broad campus or program information.

DESIRE 2 LEARN BRIGHTSPACE (D2L BRIGHTSPACE)

At times, campus-wide announcements will be posted in the NEWS section of D2L Brightspace. Not all important messages are posted in D2L Brightspace, so please check email frequently.

STUDENT RESOURCES

HIGH SCHOOL OPTIONS (POST-SECONDARY ENROLLMENT OPTION (PSEO), CONCURRENT ENROLLMENT AND ITV)

Pine Technical & Community College gladly participates in the PSEO program and offers this wonderful opportunity to our high school students. The PSEO program is a program established by Minnesota State Statutes 124D.09 to "promote rigorous educational pursuits and provide a wider variety of options for students." Through Minnesota's PSEO program, 10th, 11th and 12th grade high school students can get a jump start on earning college credits by taking college courses while they are in still in high school. This program allows students to take college courses tuition free, saving both time and money on completing a college degree. PSEO procedures which can be found at: www.mnscu.edu/board/procedure/3-05p1.pdf and refer to PTCC Policy 319 provides additional information: www.pine.edu/about-PTCC/campus-policies

ACADEMIC ADVISING

Academic advisors are assigned based on a program major. Most advisors are faculty teaching in a selected program who are available throughout the semester during their posted office hours. Entering student advising or general advising questions can be directed to Student Affairs.

The academic advisor can help students with:

* Understanding the program requirements
* Course content and sequencing to meet a timetable and overall goals
* Career plans and employment opportunities
* Transfer credits
* College policies and procedures

Students are encouraged to review their Integrated Degree Audit Report (DARs) found at eServices and bring it with them when meeting with the advisor, each semester.

The College offers and supports five MDE approved Career and Technical Course Options, General Education Options, Concurrent Enrollment and dual credit (ITV) options. For detailed information on these options and for policies governing PSEO and high school options including: eligibility, courses and credits, textbook information, academic standards, course completion, and GPA expectations for PSEO students, please refer to the college's web page at: www.pine.edu/future-students/pseo.html

ACADEMIC STANDING

Students have access to accurate information for establishing and maintaining acceptable academic standing, information which will enable students to determine individual academic standing, and information regarding graduation requirements.

AWARDS - DEGREES, DIPLOMAS, CERTIFICATES

Transcripts or an equivalent (award) shall be provided to students for completion of a credit course. The transcript is the official record of the student's effort in a credit-bearing course. Students attending Pine Technical & Community college may work toward various academic awards. www.pine.edu/programs

ASSOCIATE OF ARTS DEGREE

An Associate of Arts (AA) degree may be awarded upon successful completion of a 60 credit program in the liberal arts and sciences curriculum designed to constitute the first two years of a baccalaureate degree. An AA degree requires the completion of at least a 40 credit general education curriculum that fulfills the Minnesota Transfer Curriculum goal areas.

ASSOCIATE OF SCIENCE

The Associate of Science (AS) degree may be awarded for successful completion of a program in a designated field or area, which transfers to a baccalaureate major in a related scientific or technical field. An AS degree may also prepare students for employment. The program shall include a minimum of 30 semester credits in general education. General education courses must be selected from at least six of the ten goal areas of the Minnesota Transfer Curriculum. An AS degree may include the entire Minnesota Transfer Curriculum and the degree is 60 semester credits.

ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science (AAS) degree may be awarded for successful completion of a program primarily intended to prepare students for employment. This degree may be designed to transfer to a related baccalaureate major. An AAS program shall include a minimum of 15 semester credits in general education. General education courses shall be selected from at least three of the ten goal areas of the Minnesota Transfer Curriculum. At least 30 semester credits shall be program-related occupational or technical credits. An AAS degree is 60 semester credits unless state or national certifications require additional instructional credits.

DIPLOMA

The diploma is intended to provide a student with an intensive and thorough program of study in a given discipline. Diploma programs may include a combination of technical and general education courses. Diplomas range between 31-72 semester credits.

CERTIFICATE

The certificate is intended to prepare a student for immediate employment in a specialized area in a minimum amount of time. As such, the courses will principally be in technology. Certificate credit length may range between 9–30 semester credits. Shorter certificates meeting industry requirements are also offered.

ASSESSMENT OF STUDENT LEARNING

The college is committed to quality education. In order to meet the rigor and college requirements, students are assessed at the course, program, and college level.

COMMENCEMENT

Commencement is the ceremony to celebrate program completion or graduation. Attendance at spring graduation commencement ceremony is encouraged; however it is optional. Students must indicate their intention to participate in the ceremony on their *Application for Graduation*. Caps and gowns are required and will be available for purchase through the Campus Store.

Students may participate in spring commencement ceremonies if they complete a program of study any time during the fiscal year. Students having no more than six credits remaining in their major program or with approval from the Dean of Student Affairs may participate in commencement ceremonies if they show evidence of planned completion within the next term.

GRADING POLICY

Pine Technical & Community College has adopted Policy 209 for grading and grade point calculation. This policy also defines notations found on the student transcript and procedures to clarify processes.

Policy: The marking system in tabular form, which may include grade shades (plus and minus) as needed, is as follows:

A – Superior Achievement – 4 Grade Points

B – Above Average Achievement – 3 Grade Points

C – Average Achievement – 2 Grade Points

D – Below Average Achievement – 1 Grade Point

F – Inadequate Achievement – 0 Grade Point

Note: The quality points for purposes of computing GPA is as follows:

Grade = Points

Grade	=	Points	Grade	=	Points
A	=	4.00	C	=	2.00
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.00	D	=	1.00
B-	=	2.67	D-	=	0.66
C+	=	2.33	F	=	0.00
			FN	=	0.00

Cumulative Grade Point Average (GPA): A student's GPA is the quotient obtained by dividing the total number of quality points earned by the total number of semester credit hours attempted. The GPA is computed at the end of each semester and is reported with the grades to the student. All grades "A" through "F" are utilized in determining the student's grade point average for the term and for the overall GPA (all PTCC coursework.) Note: Courses transferring from other institutions are not computed in the GPA. (Some programs include transfer credits in major GPA calculations.)

NC – No Credit: The notation of "NC" is assigned for unsatisfactory achievement of established outcomes (equivalent to below a "C") in a course where the satisfactory grade is "P". This grade is not calculated in the GPA but counts toward credits attempted.

P – Pass: The grade of "P" is issued for work that is judged average "C" or above. Suitable for transfer, it is not computed in GPA, but counts toward credit completion.

I – Incomplete: The grade of incomplete "I" is assigned at the discretion of the instructor only in exceptional circumstances and is a temporary grade. An "I" grade is recorded as an "F" grade by the Registrar at the end of the eighth week of the next term (not including summer session) if requirements have not been satisfactorily met.

FN – F Never-Attended: The grade of "FN" is assigned by the instructor if the student has not attended any sessions of class. The grade is recorded the second week of the semester and students earning the "FN" will not have financial aid applied to their accounts.

AU – Audit: The notation of "AU" is given for a credit course in which the student elects to take the course without credit. Audit courses do not apply toward GPA, credit completion and/or graduation requirements. Audit enrollment is dependent on available seats and instructor's approval.

W – Withdrawal: Withdrawal from a course must be declared after the fifth day of the semester, but not later than the 80% point of the class. Under special circumstances, the college may withdraw a student from a course. This action will take place no later than the deadline for student initiated withdrawal and the student will be notified of the action. A "W" is recorded for the grade on the student's permanent record and is not computed in the GPA but factors into credit completion.

Z – In-Progress: The notation of "Z" denotes a course in progress. The instructor submits the appropriate letter grades for each "Z" upon completion of the course.

R – Repeat: The notation of "R" is added to a standard letter grade for a credit course retaken. The course grades remain on the transcript with the grade calculations suspended for the previous grade(s), thus it is not be computed in the GPA. All repeated courses are counted in the cumulative completion rate. Any course may be repeated and no limit is placed on the number of times a course may be repeated. A student may not be permitted to receive financial aid for more than one repetition of a previously passed course.

CR – Credit by Examination or Experiential Credit: The grade "CR" is given for a credit course in which a student satisfies the course requirements through testing based on standard class assessments. Not all courses are eligible for Credit by Examination, such as developmental courses. Availability of this option is determined by the instructor. The grade of "CR" is not computed in the GPA.

EX – Experiential and Non-Academic Learning Credit: The grade of "EX" is given for credit courses in which a student satisfies the course requirements through documentation of prior learning. Not all courses are eligible for Experiential Learning Credit, such as Developmental courses. Availability of this option is determined by the instructor. The grade of "EX" is not computed in the GPA or credit completion ratio.

ACADEMIC HONORS

Students achieving academic excellence will be eligible for several awards: inclusion on the President's List, Dean's List or Notable Achievement List on a semester-by-semester basis and receipt of Honors, High Honors or the President's Honor Award upon graduation. Grades earned for developmental coursework are not included in the honors calculation.

The President's Honor Award will be presented at graduation each year to students who are receiving a diploma or degree and have maintained ***an overall cumulative 4.0 GPA*** throughout their entire study at Pine Technical & Community College.

The President's, Dean's and Notable Achievement lists will be compiled and awarded twice annually, once in fall semester and once in spring semester.

Students who meet the following criteria will be included on the President's List

1. Current enrollment at PTCC with a declared major as a full-time student (12 or more credits).
2. A GPA for the semester of 4.0.
3. Students will be eligible for each semester in which they are enrolled in a declared major.
4. Courses taken on a pass/no credit basis will be used to calculate full-time status but not GPA.

Students who meet the following criteria will be included on the Dean's List

1. Current enrollment at PTCC with a declared major as a full-time student (12 or more credits).
2. A GPA for the semester of 3.0-3.9.
3. Students will be eligible for each semester in which they are enrolled in a declared major.
4. Courses taken on a pass/no credit basis will be used to calculate full-time status but not GPA.

Students who meet the following criteria will be included on the Notable Achievement List

1. Current enrollment at PTCC with a declared major as a part-time student (registered for 6-11 credits).
2. A GPA for the semester of 3.5 or above.
3. Students will be eligible for each semester in which they are enrolled in a declared major.
4. Courses taken on a pass/no credit basis will be used to calculate full-time status but not GPA.

Students who meet the following criteria will be recognized during spring commencement ceremonies

1. Students with cumulative GPAs of 3.5-3.74 at the time of application for graduation will be awarded Honors and wear a silver cord at graduation.
2. Students with cumulative GPAs of 3.75-3.99 at the time of application for graduation will be awarded High Honors and wear a gold cord at graduation.
3. Students with cumulative GPAs of 4.0 at the time of application will be awarded the President's Honor Award and wear a gold cord upon graduation.

GRADUATION

A student completing their program of study is encouraged to apply for graduation by completing an Application for Graduation the semester prior to their last semester of study. Official completion of the program cannot be reflected on a transcript until an Application for Graduation is received, processed and verified.
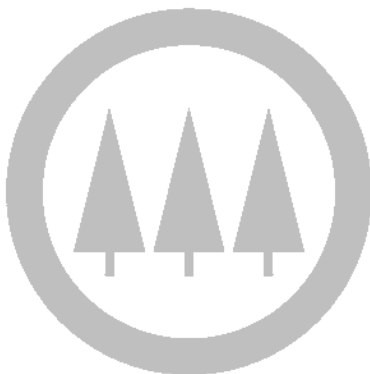
CLASSES, PROGRAMS & TRANSFERS

Please refer to the campus catalog and website for the most up-to-date information regarding the following academic information.

ATTENDANCE

Attendance requirements vary by course and are the prerogative of the course instructor. **Attendance expectations for individual courses are listed on each course syllabus.** Those expectations are supported campus-wide. The attendance policy (PTCC policy 307) outlines grades earned for never attending class (grade of FN) and an earned F for a student who stops attending classes. Both grades have financial aid impact.

COURSES

Each Academic Program is comprised of specific courses. Courses can be delivered on campus, online, or any combination of campus and online learning requirements. Instructors of the course outline expectations for successful completion of the course.

COURSE SYLLABI

Each course instructor will provide students with a course syllabus. The course syllabus will outline course requirements and successful completion requirements, including any attendance expectations which will be upheld and are considered course policy. Exceptions to the course requirements are at the discretion of the instructor.

CREDIT FOR PRIOR LEARNING/ALTERNATIVE CREDITS

Students with proven non-college learning experiences, such as industry certifications, AP Courses, non-credit hour courses, etc. are encouraged to explore credit for prior learning with their program advisor or course instructor. See PTCC Policy 217R4 for more information.

ELECTIVES

Each degree or diploma program contains a number of elective credits in the general education and/or technical area. These may be prescribed or open electives. Courses used as electives may be selected from technical or general education courses offered at PTCC; transfer credits from other accredited institutions may also be considered in the completion of elective requirements.

GRADES

Students who attend and complete courses at the college earn grades for each course. There are a variety of grade options: A through F, FN, CR (credit for advanced standing), AU (audit only), W (withdrawal from the course), etc.

MNTC/GENERAL EDUCATION

Students who complete courses listed on Pine Technical & Community College's list of Minnesota Transfer Curriculum courses complete courses which are approved for general education transfer at any MnSCU college or university. Specific information can be found at www.mntransfer.org/

PROGRAMS

Academic program requirements may differ from program to program. A complete list of program requirements can be found at www.pine.edu/programs/.

PRE-REQUISITES/CO-REQUISITES

Some courses are designed to be taken in sequence. Prerequisites are listed on course outlines available on the website and must be met before the course is taken, unless written permission is obtained from the instructor or advisor. Students earning a "D" or an "F" in the first course in a sequence of some programs may not be permitted to take additional courses in the sequence until they have met the prerequisite requirements (grade of C or better).

STUDENT SUCCESS COURSES

Student Success Courses are courses which are designed to prepare a student for college-level course work may be required prior to enrolling in college level courses. These courses, usually numbered below the 1000 level, may not be used toward fulfilling graduation requirements. Students earning a "D" in a developmental course will need to repeat the course before being eligible to move into the next level of coursework. It is the student's responsibility to register appropriately for the next sequence of coursework.

TRANSFERS

Students may transfer courses into the college if the courses meet program requirements and are equivalent to courses at Pine Technical & Community College. Information regarding transfer options can be found at: www.pine.edu/academics/transfer-information. Students may also complete courses at Pine Technical & Community College for transfer to another college. Transfer policies of the receiving college determines if the Pine Technical & Community College meet transfer requirements. A new tool to assist in transfer information can be found at: www.transferology.com.

TRANSCRIPTS

Courses attempted, grades earned and program completion is reflected on the academic record or transcript. Students may access their unofficial transcript through their eServices account. Requests for official transcripts may be obtained through Student Affairs or on line at:

http://pine.edu/current-students/requesting-an-official-transcript/

ACADEMIC SUPPORT

ACADEMIC SKILLS CENTER

The Academic Skills Center is a student-friendly area housed in the Learning Resources and Technology Center where students can study, receive tutor assistance individually or in small groups and receive help with testing and make-up tests. Additional information can be found at: www.pine.edu/student-services/academic-skills-center/

DESIRE 2 LEARN (D2L) BRIGHTSPACE

Many courses use Desire 2 Learn Brightspace, or D2L Brightspace as it is commonly called, for class instruction. D2L Brightspace is used in a majority of the courses offered at the college. Campus-based, online and hybrid courses may have D2L Brightspace elements incorporated into classroom instruction.

Help with D2L Brightspace can be found through the Academic Skills Center, the LRTC and the IT Helpdesk. For more information please see the information found on the PTCC website found at: www.pine.edu/current-students/

STUDENTS WITH DISABILITIES

Students with documented disabilities such as learning and/or physical disabilities, or mental and emotional disabilities may request reasonable accommodations. Reasonable accommodations are based on the individual needs of the students. Examples of services provided include: priority registration, sign language/oral interpreting, scribe, alternative and extended time on testing, note taking, taped textbooks, alternative format and environmental modifications/accommodations. More information can be found at: www.pine.edu/student-services/disability-services/.

ESERVICES

Many of the records and registration services such as adding and dropping courses, changing an address and printing an unofficial transcript are now available on the Web through eServices. Access to student eService accounts and dashboards can be found at: www.pine.edu/current-students. A student will log in using their STAR ID and Password. If assistance is needed with STAR ID, please refer to starid.mnscu.edu/

IT (INFORMATION TECHNOLOGY)

PTCC provides technology and assistance to all enrolled students, faculty and staff. The IT staff can assist with questions or problems with D2L Brightspace, STAR ID, e-mail access, and e-services, etc. For more information, call 320-629-5113 or at: www.pine.edu/helpdesk

The IT department is located in the LRTC. The hours are: Mon-Thurs: 7:30 a.m.-6:30 p.m.,

Fri.: 7:30 a.m.-4 p.m.

LEARNING RESOURCE AND TECHNOLOGY CENTER

Popular and specialized periodicals, books and reference materials are available in the Learning Resource and Technology Center (LRTC) for student study and research, faculty needs and for business and community users with specific information needs. Students can utilize the convenient Minitex interlibrary loan service to obtain the resources not owned by Pine Technical & Community College. First Search (linked on the LRTC web page) leads students to WorldCat, which is the world's largest union catalog resource. The college has developed several special collections in the LRTC which support the programs of firearms & gunsmithing, machining, nursing, computer sciences, child development and career guidance. For service/assistance call 320-629-5145 or refer to: http://www.pine.edu/academics/college-library/

PEER TUTORING

Students who have completed or excel at a subject may apply to become a Peer Tutor. Peer tutoring is available for all students within general subjects and some technical subjects when available. Schedules and subjects of available peer tutoring is published and posted throughout the college. More information can be found outside Room 94, the Academic Skills Center located within the Learning Resource & Technology Center (LRTC) and throughout the campus. Updated information and tutorial help can be found at: www.pine.edu/student-services/asc/

STAR ID

STAR ID is required for D2L Brightspace and eServices log in. A student can acquire and manage their STAR ID account here: starid.mnscu.edu .

STUDENT SUCCESS WORKSHOPS

Each semester the college offers free workshops intended to support student's academic goals. Workshops can range from "Study Skills" to "Effective Note Taking" to "Time Management Tips".

TESTING SERVICES

Testing services are provided through the Academic Skills Center. For more information, refer to www.pine.edu/student-services/academic-skills-center/

VETERANS SERVICES

Presently all programs of study at Pine Technical & Community College are approved for veterans' educational benefits. Additional information can be found on the PTCC website at: www.pine.edu/student-services/veterans-center/ . Additional support and information for student veterans in higher education can be found at linkvet.custhelp.com/app/custom/education

SAFETY

Current safety and compliance information can be found on the web at: www.pine.edu/about/public-information-and-policies/clery-act-and-campus-security and is published annually.

Report a Concern: concerns can be reported to Student Affairs - the Chief Student Affairs Officer, Paula Hoffman at 320.629.5180 or hoffmanp@pine.edu.

STUDENT LIFE STUDENT CLUBS AND ORGANIZATIONS

STUDENT SENATE

Pine Technical & Community College's Student Senate serves as the voice of the students. Membership is elected from each major program area. Officers of the organization are elected by the vote of the student body. The Student Senate assists other student organizations, establishes the regulations for student-sponsored activities, promotes good conduct and allocates funds for many projects. Student Senate elections may occur during fall semester, as well as spring semester. If you are interested in running for a position on the Student Senate, please watch for information posted on campus monitors.

Computer Club: The Computer Club is open to all students interested in computers and robotics. The club serves as a forum to learn and discover concepts in these fields. Events include guest speakers, competitions, service projects, social events and field trips.

Business Club: This club is for PTCC student entrepreneurs who are trying to get started in their own businesses. The club serves as a forum for the exchange of new business ideas for existing business owners to share their best practices.

Ever Green Club: The Ever Green Club encourages environmental responsibility and provides a broad spectrum of information and resources on environmental topics, developing leadership skills through projects and partnerships with the community. The Club participates in Adopt A Highway and sponsors an environmental fair during Earth Month.

Fabrication Club: The goal of the Fabrication Club is to foster a creative environment for all students to enhance their learning and interest in all types of fabrication skills. A diverse mix of students will allow for a broad range of knowledge bases and talents to develop projects that may not have been feasible with a narrow focus. By showing a mixture of Machining, Welding, Plastics, etc. students will get a more rounded look into fabrication and manufacturing.

Nursing Club: The Nursing Club goal is to involve the PTCC nursing students in community service events, thereby enhancing their educational experiences through personal reward, promoting interaction between student group and business, fraternal and public organizations within the influence area of Pine Technical & Community College.

Phi Theta Kappa: The Phi Theta Kappa Chapter of PTCC is the two-year college honor society. Invitations are extended to students without advanced degrees who have completed at least 12 credits leading to an associate degree in which they have earned a GPA of 3.5 or above.

PTCC Shooters Association: Membership is open to any student interested in shooting sports and participating in collegiate competition in American Trap and Skeet, International Trap and Skeet and Sporting Clays. The Shooters participate in several events each year and host a large, regional gun show each year as a fundraising event.

Skills USA: Skills USA is a partnership of students, teachers and industry working together to ensure America has a skilled work force. Skills USA helps students become world class workers. Competitions are held on a local, state, national and international level. (This organization was formerly known as VICA.)

Student Parent Club: The Student Parent Club is open to all students who parent (or are expecting to be parents) while attending college. The club identifies community resources and appropriate supports for students who balance their educational and family life goals.

Veterans Club: The Veterans Club helps connect PTCC's veterans, service members and families with one another and to all available resources.

CAREER RESOURCES

Students can visit the Campus Career Center for individual and online resources available for career exploration and job search tips.

COLLEGE CAREER COURSES

Career Exploration (CRDV 1200)

Career Management (MGMT 2201)

Job Seeking (PTCG 1225)

STUDENT EMPLOYMENT OPPORTUNITIES

Student employment opportunities can be found at: www.pine.edu/student-services/career-center/student-employment/ . Students are encouraged to apply for student work opportunities. Open student work positions are updated frequently.

ALL ABOUT MONEY

Financing college can be confusing and often changes quickly. In order to give you the most up to date information we have several comprehensive web pages. ***Students are financially obligated for every class in which they are registered. Students who register but do not attend classes at Pine Technical & Community College and fail to formally withdraw, or drop classes within the free drop/deadline, will still be responsible for the full tuition amount due.*** In all cases, please feel free to call, email or stop into Student Affairs and/or Business Services for more information.

Tuition & Fees –Tuition rates may vary from the general credit amount for specific programs. In addition, students pay fees for access to supports and services. For the most current cost-per-credit, tuition and fees policies and information please refer to the college website: www.pine.edu/financial-aid/tuition-and-fees

TUITION DEADLINES

A student who registers for courses generates a cost of those courses. This is considered tuition. Tuition and applicable fess are due 15 business days prior to the start of the term as outlined in MnSCU policy and procedure found at: www.mnscu.edu/board/procedure/512p3.html. Students may make alternative payment arrangements or use federal and/or state financial aid to pay tuition. You are exempt from the tuition deadline if one or more of the following are true:

- You are enrolled as a PSEO student
- You are a veteran who has been certified to receive educational benefits
- You have been awarded financial aid sufficient to pay for your tuition and fees
- You have been approved for a payment plan and have submitted the required down payment

TUITION PAYMENT INFORMATION

There are a variety of tuition payment options which include: the use of federal and/or state financial aid which is awarded through the Free Application for Financial Student Aid (FAFSA) found at www.fafsa.gov, scholarships such as the *Robert Musgrove - Bridging the Dream* Scholarships, arranging for a payment plan or self-pay. Students are encouraged to apply for financial aid early. The FAFSA needs to be completed for each academic year prior to fall start. If you start during a summer term and plan to attend the following fall semester you will be required to apply for two financial aid years. For specific financial aid questions, please refer to the financial aid web page at www.pine.edu/financial-aid/financial-aid-process/ .

APPLYING FOR FINANCIAL AID

There are several grant, scholarship and loan opportunities for students who qualify and wish to use financial aid to pay for college. Please use financial aid wisely. For additional information and to better understand your choices, please visit the financial aid web page at: www.pine.edu/financial-aid/financial-aid-process/

AWARD DISBURSEMENT

Financial aid disbursements are issued each term (fall, spring and summer). For specific disbursement information, please visit the financial aid web page at: www.pine.edu/financial-aid/financial-aid-process/

BANKMOBILE - REFUND OF FINANCIAL AID FUNDS

PTCC has partnered with BankMobile, a financial services company, to offer a safer, more convenient and more environmentally-friendly method of financial aid refund disbursement to students. Enrolled students should look in the mail for the bright green envelope from BankMobile. Once it arrives, the student will be directed to select how they wish to receive their financial aid refund. Choose the option that best fits - and be sure to get started as soon as it arrives. Even if a student is not expecting a refund, we may have money for them in the future, so they should not wait. Refunds are delivered in the manner that students choose:

- Direct Deposit to a bank or credit union account - a fast way to get the money.
- Refund to the *BankMobile VIBE* debit card - the fastest way to get the money.

Students must ensure that PTCC has a current, accurate mailing address on file to ensure the BankMobile mailing and financial aid refunds are sent to the appropriate person(s).

- Go to PTCC eServices
- Enter login and password, and choose the institution: Pine Technical & Community College
- Account Management
- Address Info
- Select "View" or "Edit" (If the "Edit" option is not available, contact Student Affairs to update an address.)

For more information, visit https://www.refundselection.com/refundselection/#/welcome/continue to learn more about the program, or contact Business Services at 320-629-5119.

DRUG CONVICTION NOTIFICATION

As prescribed in Section 484A of the Higher Education Act of 1965, a student becomes ineligible to receive federal Title IV financial aid if the student is convicted of an offense under any federal or state law involving the possession or sale of illegal drugs during a period of enrollment for which the student was receiving federal Title IV financial aid. If a student has been convicted of such an offense, they should contact the Pine Technical & Community College Financial Aid staff for further information. For additional information, please refer to the financial aid web page at: www.pine.edu/financial-aid/financial-aid-process

AWARDS REFUNDS/RETURNS

All financial aid policies can be found at: www.pine.edu/financial-aid/financial-aid-process

MINNESOTA FINANCIAL AID PROGRAMS

Students receiving State financial aid funding are subject to the Minnesota Higher Education refund policies.

RETURN OF TITLE IV FUNDS POLICY

Federal Student Aid funds are awarded to a student based on the assumption that the student will attend the course until completion. A student who stops attending must immediately withdraw from classes and is responsible for understanding the impact of their action. Students are encouraged to meet with financial aid staff to fully understand the implications of withdrawal from courses. Policies and practices governing the return of Title IV Funds can be found on the financial aid web page.

FINANCIAL AID ADJUSTMENTS

Changes to your schedule after the add/drop period may impact your Federal Pell Grant allocation. Pell Grants cannot be adjusted for an increase if you add a course after the fifth day of the semester. If you drop a course and add a course after the fifth day of the semester your aid will be negatively affected, as the added course will not be recognized. Additional information can be found on the financial aid web page.

ADDITIONAL FINANCIAL AID POLICIES

Students must declare an eligible major and degree intent at Pine Technical & Community College. Student may only receive financial aid at one college during a period of enrollment and a consortium agreement may be required for courses taken at another college. Additional financial aid policies can be found at the financial aid web page.

WITHHOLDING DIPLOMAS/TRANSCRIPTS

The college reserves the right to withhold your diploma or transcript until all money owed for tuition, fees, fines and equipment has been paid in full.

BOOKS & SUPPLIES

CAMPUS STORE

Pine Technical & Community College's Campus Store provides new, used and rental textbooks, supplies, and other materials required or needed by students. The Campus Store is located across from the student lounge. A book list with estimated prices and ISBN numbers is available on the Campus Store website at www.campus-store.pine.edu The Campus Store operates on a cash, check, credit card basis and Financial Aid book voucher basis.

BOOKLISTS

Students may look up required and optional textbooks online using their course schedule. For more information, please refer to the Campus Store web page.

BOOK BUYBACK

The Campus Store sponsors a "Textbook Buyback" during finals week of fall and spring semesters. The Campus store will be open at various times during buy-back and semester start/end times. The Campus Store hours may vary but can be viewed at the Campus Store web page.

USING FINANCIAL AID TO PURCHASE TEXTBOOKS

Students may designate unused financial aid to the cost of their books. Students will receive an e-mail message from the Financial Aid office stating their eligibility. Please bring your printed class schedule, Tech ID number and a picture ID when purchasing books. If you are uncertain about your eligibility for using financial aid, contact Student Affairs and/or financial aid staff. Book vouchers are available for pre-determined published dates, typically the week before and the first week of classes.

PURCHASING OR RENTING TEXTBOOKS

Please bring a copy of your class schedule to the Campus Store. The books are arranged by the course and section number as shown on your schedule. Please check the shelf tag for verification. Whenever possible, Campus Store staff will help you in locating your supplies and textbooks.

REFUNDS AND RETURNS - SAVE YOUR RECEIPT!

Textbooks must be returned within the first five (5) business days of the semester, and a receipt is required. All textbook sales are final if purchased after the posted Returns Deadline. If you write in new textbooks or remove the shrink-wrap, you will not be able to return them for the full price. Refunds will be issued with a cash register receipt only.

RECORDS & REGISTRATION

PTCC students should be familiar with the Records and Registration policies and practices of the College. The Student Affairs Office processes admission applications, registration, transfer, and graduation evaluations and maintains all permanent student records.

It is the student's responsibility to update their information with the college. Students are encouraged to update their records if they have a change of name, email address and/or permanent address.

CHANGE OF ADDRESS

A change of address can be submitted through an eServices account by choosing the Account Management option.

NAME CHANGE

Documentation is required for a name change on a student record. To change their name, a student must complete the Change of Personal Information form and submit it with the acceptable documentation to the Student Affairs Office. The Change of Personal Information form can be found on the web at: www.pine.edu/current-students/student-forms/

REGISTRATION – CURRENT STUDENTS

Current students may self-register for courses during the designated registration periods through their eServices account. STAR ID and password are required for course registration. Registration holds may be placed on a record requiring special permission to register. Some academic programs limit registration for program courses outside of the general registration period. If a student is unable to complete the registration process, they should meet with an advisor or Student Affairs staff. The steps for Registration are as follows:

- Look for emails, D2L Brightspace information, or updates posted on the hallway monitors for specific registration windows. Generally speaking, registration information is public
  - o Spring semester registration: mid-October
  - o Fall and summer semesters: mid-March.

ADD/DROP

Each course found on the course schedule within eServices has add, drop, and withdraw dates noted. For semester courses, based on a 16-week semester, students may add or drop a course through the fifth business day of the term or before the term starts. For courses that are less than 16-weeks, students can add/drop the course within prior to the course start or within two business days of the course start. This can be done through the eServices registration process using STAR ID and password. Students can also add or drop a course through Student Affairs. This cannot be done by phone.

A full refund of tuition and fees is given if a course is dropped within the five day add/drop period. A dropped course within the add/drop period does not show on a transcript and does not impact academic standing.

WITHDRAWAL

Students may withdraw from a course after the add/drop period and up to approximately 80% of the term (short courses have an adjusted schedule). Withdrawals are recorded on transcripts with a grade earned of "W" and have direct impact on academic standing and completion percentage. Students are strongly advised to discuss withdrawing for a course with their advisor and/or Financial Aid staff. A student may be required to pay back financial aid awarded if they request a grade of "W". *The college does not assign a grade of "W". If a student stops attending a course(s) without officially withdrawing from a course, they will earn a grade of "F" and their last day of attendance or academic participation will be recorded. The student may be subject to financial aid repayment.*

PROPERTY RIGHTS

Term papers, essays, projects, work of art and similar property in which the student has intellectual property rights must be returned to a student upon request, within a reasonable time frame, unless the student gives written permission for the property to be retained.

REPEATED COURSES

Students may repeat a course for purposes of achieving a higher grade or to review material. Some programs may limit the number of times a student is able to repeat a course. While all grades remain on the transcript, only the most recent grade of a course is used to compute GPA. Repeated courses are included as attempted credits in evaluation of your academic progress (earned percentage) toward program completion. NOTE: Students are not permitted to receive financial aid for more than one repeat course, if the student passed on the previous attempt. Veterans may not be eligible for tuition reimbursement for repeated courses and should see the Director of Financial Aid for more information.

SATISFACTORY ACADEMIC PROGRESS

As outlined by federal and state financial aid regulations (MnSCU Board of Trustees policy 2.9), the college monitors all credits for all students and applies the minimum cumulative standard of progress. Students are required to:

- Meet or exceed a cumulative GPA of 2.00
- Meet or exceed a cumulative completion rate of 67%
- Comply with maximum time frame for financial aid (150% of the published credit length of a declared program. For example, 90 credits of a 60 credit program is maximum time frame for an associate's degree.)

Students failing to maintain academic progress will be evaluated after each term of attendance, including summer term. If a student does not meet satisfactory academic progress they will be notified by letter of probation, warning, and suspension. All notifications of suspension will include directions for the suspension appeal process.

A warning status may require an academic plan until such a time that cumulative academic progress standards are met. Students who are suspended may be eligible for re-enrollment and/or financial aid reinstatement only after successfully appealing a suspension. The college honors academic and financial aid suspensions for newly admitted students.

ACADEMIC EVALUATION

A student's academic performance is evaluated on the basis of academic standards, including any requirements outlined in academic program policies, as noted in the course catalog, course syllabus and/or published program planners. Students cannot be evaluated on the basis of opinions or conduct matters unrelated to academic standards.

DIRECTORY INFORMATION

The following information has been designated as "directory information" and is available to any member of the general public. It is considered public data unless the student requests in writing that this data be treated as private; name, hometown, program major, status with regard to full time/part time, certificates, diplomas, degrees earned and awards received, dates of enrollment, participation in school events, and campus email address.

DATA PRIVACY

It is the intention of Pine Technical & Community College to comply with the provisions of the Minnesota Data Practices Act and Federal Educational Rights and Privacy Act of 1974. PTCC maintains only those educational records within the definition of law which are essential to the process and procedures required to develop and maintain an accurate academic record for each student and to support such student accounting needs and requirements as imposed by law, state and federal regulations and college operations. These records may be found in some or all of the following offices: Student Affairs (including counseling services, disability services, financial aid, admissions and records, advising, and student life), Academic Affairs (including departmental and program faculty), Business Office and Human Resources (student employees). This applies to all students, including those under the age of 18, regardless of dependent status. If a student does not want directory information released, he/she must request confidentiality in writing. This must be done within two weeks after the term or class begins by submitting a Request for Data Confidentiality form found on the college's website at www.pine.edu/current-students/student-forms.

CONSENT FOR RELEASE

Private Student Data is not accessible to the public. It is accessible to the student, to individuals or agencies authorized by law to gain access and to any person or agency having the approval of the student. This applies to all students including those students under the age of 18, regardless of dependent status. Unless there is a specific law stating otherwise, or as stated elsewhere in this rule, educational data is presumed to be private. Private data includes: 1. Academic information, including transcripts, grades, and test results; 2. Recommendation information; 3. Evaluations; 4. Profile information which identifies individuals; 5. Student financial aid records and other financial information; 6. Background information, including behavior, performance, and traits; 7. Counselor records, except if they contain information otherwise classified as confidential or as public.

A student may request that aspects of private data with another person by submitting a Release of Information form to Student Affairs. The Release of information can be found on the college's website at: www.pine.edu/current-students/student-forms.

STUDENT DATA PRIVACY POLICY

It is the intention of Pine Technical & Community College to comply with the provisions of the Minnesota Data Practices Act and Federal Educational Rights and Privacy Act of 1974. PTCC maintains only those educational records within the definition of law which are essential to the process and procedures required to develop and maintain an accurate academic record for each student and to support such student accounting needs and requirements as imposed by law, state and federal regulations and college operations. These records may be found in some or all of the following offices: Student Affairs (including counseling services, disability services, financial aid, admissions and records, advising, and student life), Academic Affairs (including departmental and program faculty), Business Office and Human Resources (student employees). This policy applies to all students, including those under the age of 18, regardless of dependent status. For more information please see http://www.pine.edu/about/public-information-and-policies/campus-policies/student-affairs/313.pdf

DATA PRIVACY NOTICE FROM MNSCU

"If you are currently enrolled in or receiving services from one college or university within the Minnesota State College and University system, your academic records from that institution are available to officials of other schools within the System while you are in attendance. If you intend to enroll at another institution within the system, your academic records from other institutions are also accessible to officials at the school where you are intending to enroll. Disclosures of your records to other schools under other circumstances may require your prior written consent."

CODE OF CONDUCT –
STUDENT RIGHTS AND RESPONSIBILITIES

Students of the College have certain rights as both citizen and student. In the same manner, students, as members of the greater College community, have certain obligations and responsibilities. As an introduction to this policy, outlined below are Students Rights and Responsibilities.

The College is committed to the creation and maintenance of an academic community which fosters the intellectual, personal, social and ethical development of its students. Our goal is to help students develop the employment competencies needed in their selected program major. Reaching this goal requires cooperation on the part of all students.

The College expects that each student will obey the laws enacted by federal, state, and local governments. In addition, there are certain rules and regulations governing student conduct which have been established by the Minnesota State Colleges and Universities Board.

The College is an educational institution and not a court of law. Therefore, the concept of fair play will take precedence in all settings, and the philosophy of discipline will be one of an educational approach. It is hoped that most disciplinary concerns may be settled early in the process in an informal setting.

Allegations of discrimination and/or harassment shall be adjudicated under separate procedures in accordance with the College's Policy 108: Discrimination and Harassment.

The College has the right to take necessary and appropriate action to support and protect the safety and well-being of the College community-its students, faculty, staff, guests, facilities and programs. Members of the College community and their guests are expected to abide by local, state and federal laws and Minnesota State Colleges and Universities board policy. Should the violation of civil or criminal law by a community member involve College interests, the College has the right to proceed with disciplinary action without regard to civil or criminal proceedings.

These regulations apply on all campus property and at all College-sponsored activities, or at activities sponsored by College clubs or organizations on or off-campus, including public social media. The College may also hold students accountable for a violation of the Student Code of Conduct committed off campus when:

- Hazing is involved;
- The violation is committed while participating in a College sanctioned or sponsored activity;
- The victim of the violation is a member of the College community;
- The violation constitutes a felony under state or federal law;
- The violation adversely affects the educational, research, service or image of the College.

FREEDOM TO LEARN

In addition to the basic constitutional rights enjoyed by all citizens, students of the College have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students are expected to exercise their freedom with responsibility.

FREEDOM OF EXPRESSION

Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. In the classroom, students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

FREEDOM OF ASSOCIATION

Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

STUDENT-SPONSORED FORUMS

Students shall have the right to assemble, to select speakers and to discuss issues of their choice. The College shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The President may prohibit any forum when holding the event, in his or her judgment, would result in physical harm or threat of physical harm to persons or property. Prior to any such prohibition, the president shall make his or her best effort to consult with the student senate.

STUDENT PUBLICATIONS

Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College, system or student body.

STUDENT POLICIES

The policies of the College regarding student expectations, rights and responsibilities shall be readily accessible to students.

PREPONDERANCE OF EVIDENCE

In disciplinary proceedings under this code, the College will use preponderance of evidence as a measure and a standard of responsibility for determining guilt or innocence. The measure holds that if evidence will be examined during the due process portion of the process, and, if the bulk of that evidence indicates that a violation has occurred, that will be sufficient for a finding. In legal terms, the standard is met if the proposition is more likely to be true than not true. Effectively, the standard is satisfied if there is greater than 50 percent chance that the proposition is true.

CATALOG AND COURSE INFORMATION

To the extent possible, students will be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions will be accurate and based on information existing at the time of publication. To the extent possible, class schedules will list the names of faculty teaching courses.

STUDENT ACADEMIC STANDING INFORMATION

Students shall have access to accurate information about general requirements for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

ACADEMIC EVALUATION

Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or student handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

PROPERTY RIGHTS

Term papers, essays, projects and similar property shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

STUDENT REVIEW AND CONSULTATION

Students shall have the right to appropriate levels of participation in College and university decision-making pursuant to Minnesota State Colleges and Universities Policy 2.3 and Procedure 2.31, Student Involvement in Decision-Making.

OFF-CAMPUS CONDUCT

Students who violate a local ordinance or state law risk the penalties prescribed by civil authorities. The College may not concern itself with every violation; however, the College reserves the right to take disciplinary action against students for off-campus behavior following the procedures of the Student Code of Conduct. This includes, but is not limited to, public posted social media, arrest and conviction of a College student or staff member or when the activity adversely affects the interests of the College.

STUDENT- THE TERM "STUDENT" INCLUDES ALL PERSONS WHO

- Are enrolled in one or more courses, either credit or non-credit.
- Withdraw, transfer, or graduate, after an alleged violation of the student conduct code.
- Are not officially enrolled for a particular term but who have a continuing relationship with the College.
- Have been notified of their acceptance for admission or have initiated the process of application for admission and financial aid.

THE FOLLOWING ARE DEFINED AS DISCIPLINARY OFFENSES ACTIONABLE BY THE COLLEGE:

1. Academic dishonesty: Submission of false academic records, cheating, plagiarism, altering, forging or misusing a College academic record; falsely claiming to represent the College or a student organization or club; acquiring or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors or awards; aiding and abetting another person in cheating or plagiarism.

2. Theft and damage of property: Attempted theft, unauthorized borrowing or use of public or private property on College premises; destroying, damaging or littering College property.

3. Disruptive conduct/behavior: Actions which unreasonably interfere obstruct or prevent the regular and essential operations of the College or infringe upon the rights of others to participate in its programs and services. This may include, but is not limited to: being openly disruptive; verbal outbursts; talking loudly to classmates independently of class discussion; talking in an openly abusive manner or disrespectful manner to the instructor and/or classmates; using any device that causes disturbances during classroom instruction; participating in or promoting disruptive activity that interferes with teaching, College events and activities.

4. Disorderly conduct on campus: Threat to, physical abuse of or harassment which threatens to or endanger the health, safety or welfare of a member of the College community; physically assaulting another and fighting; acting in a manner that is disorderly, lewd, indecent or a breach of peace; continuing and willfully using profanity or vulgarity or openly and persistent challenging or circumventing College authority.

5. Weapons on campus: Use or possession of weapons on the College premises, in violation of, or not covered in PTCC policy 116: Possession and Carry of Firearms. "Weapon" is broadly defined to mean any object, device or instrument designed as a weapon or capable of threatening or producing bodily harm, including but not limited to all firearms (including BB guns), dangerous knives, explosives, explosive fuels, dangerous chemicals, billy clubs, and fireworks.

    Because the College has a Gunsmithing program, these standards do not apply in the following instances: a) transporting firearms for repair or instruction purposes delivered to the outside (west) door of the Gunsmithing department; b) possession or transportation of firearms within the College building(s) under supervision of an instructor; c) possession of a firearm during the annual College Gun Show in February.

    Gunsmithing students must abide by the policies of their program.

6. Controlled substances on campus: Use, possession or distribution of a controlled substance, drugs and/or drug paraphernalia on College premises.

7. Alcohol on campus: Use, possession or distribution of alcohol on College premises except as expressly permitted by College policy.

8. Abuse of the smoking policy: Smoking, including electronic cigarettes on College premises outside of published and permitted. Policy 600 – Smoking, Food, and Beverage Policy.

9. Criminal sexual behavior: Including but not limited to, the implied use or threatened use of force to engage in any sexual activity against a person's will and/or engaging in such behavior with a person who is unconscious, or substantially mentally impaired (including intoxicated).

10. College facilities and services: Unauthorized use of the College facilities, telephone system, mail system, or computer system or use of any of the above for any illegal act or any act prohibited by the Code of Conduct.

11. College rules and policies: Violation of published College policies, rules or regulations including but not limited to smoking or sexual harassment regulations.

12. Retaliation: Harassing, threatening or intimidating a complainant or other person alleging misconduct.

13. Terms of sanctions: Knowingly violating the terms of the sanctions imposed for prior code offense.

14. Hazing: Endangering the mental or physical health or safety of a person; subjecting a person to public humiliation or ridicule, or removing public or private property for the purpose of initiation, admission into, affiliation with or as a condition of continued membership in a student group or organization.

15. Encouraging conduct violations: Attempts to commit acts prohibited by this code, or encouraging others to commit acts prohibited by this code will be punished to the same extent as if one had committed the prohibited act.

SANCTIONS:

These sanctions are examples of possible penalties for Conduct Code violations:

1. Warning: Oral or written warning, admonition or reprimand.

2. Confiscation: Confiscation of property or goods used or possessed in violation of College rules.

3. Compliance: Carrying out an action or behavior as a condition of admission or continuing enrollment.

4. Restitution: Payment required to the College for damages incurred. Student violators will be held financially responsible for direct and/or indirect costs and charges associated with Code of Conduct violations.

5. Suspension: Separation from the College for a specified period of time. During this time the student may not register for or attend classes or other College functions or be on College property. The College reserves the right to restrict transfer of credits earned elsewhere during the suspension period. Conditions for readmission may be specified, including faculty approval of re-admittance to their courses.

6. Expulsion: Permanent denial of the privilege of enrollment at the College.

7. Denial/loss of related privilege: Denial of specified privileges for a designated period of time, or exclusion from participation in extracurricular activities, including the holding of any student office.

8. Community service: Set number of uncompensated hours of service to the College, community non-profit or similar agency.

9. Discretionary sanctions: Work assignments, service to the College, counseling or referral to community agencies, rehabilitative programs, or other related discretionary assignments. Failure to participate may result in the imposition of additional sanctions.

10. Immediate removal: Faculty members have the right to remove disruptive student(s) from the classroom and also govern when, or if, said student(s) may return. If the student refuses or there is a threat to the safety of the faculty and class, faculty may immediately call local law enforcement and/or immediately cancel class.

FILING A COMPLAINT

Any member of the College community (students, faculty, and/or staff) may file a complaint alleging a student or organization has violated the student conduct code. The steps to file a complaint are as follows:

1. The complaint will be filed in writing with the Chief Student Affairs Officer (forms are available for this purpose, and assistance can be provided in outlining the complaint if needed).

2. The complaint will be signed by the person entering the complaint. Anonymous citations will not be accepted.

3. Any student cited for violation of the Code of Conduct will be assumed innocent until it is determined otherwise.

INFORMAL ACTION

Following the filing of an accusation against a student, the Chief Student Affairs Officer (or designee) will conduct an investigation of the charges. If the accusation seems unwarranted, the Chief Student Affairs Officer may dismiss the complaint and discontinue the process. If there is sufficient evidence to support the accusation, the Chief Student Affairs Officer shall offer the accused student an opportunity to resolve the violation at an informal meeting. Prior to this meeting, the student shall be given oral or written notice of the specific charges against him/her and of the evidence available to support the charge. If a mutually acceptable resolution cannot be reached during the informal meeting, including any applicable sanctions, the case shall be referred to a Judicial Committee for a formal hearing and adjudication process.

SUMMARY SUSPENSION

The College reserves the right to suspend and remove from campus without hearing, any student that poses an immediate threat to the health or safety of persons on campus. Before implementing the summary suspension, the accused student shall be given oral or written notice of the intention to impose the summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. Notice of the intention to impose the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, a properly constituted hearing on the matter will take place within nine (9) working days of the suspension.

During the summary suspension, the student may not enter the campus without obtaining prior permission from the Chief Student Affairs Officer.

APPEALS

The student has the option to appeal any disciplinary action of the Judicial Committee to the President of the College. The appeal must be made in writing and given or mailed to the President within five (5) business days after notice of the written decision of the Judicial Committee.

The findings and recommendations of the Judicial Committee will be sent by the Chairperson to the President of the College for consideration. No further evidence will be considered at this stage. The President will announce the decision to all involved parties within five (5) days of the receipt of the Committee report.

In cases involving sanctions of suspension for 10 days or longer, students have the right to a contested case hearing under Minnesota law (Chapter 14, MSA).

Judicial Committee Procedure

The Judicial Committee is a standing committee consisting of faculty members, students and a college administrator. Candidates are recommended each year and approved by both the College Leadership Team and Student Senate. The Dean of Student Affairs is a non-voting member. The Committee elects, by consensus, one member to chair each hearing. Additional persons may be asked to attend hearings to provide expert testimony or other information of benefit to the process.

The Dean of Student Affairs will prepare and send a written notice to the accused no less than five (5) working days prior to the date set for the hearing. The notice will be hand delivered directly to the accused or be sent by certified mail to the last known address listed with the Records Office and will include:

1. Statement of the date, time, location, and nature of hearing.
2. Written statement specifying the Student Code of Conduct violation.
3. Notice of student's right to have an advocate at the hearing.

The Judicial Committee shall proceed as follows:

1. The Dean or Chair of the Judicial Committee will schedule the meeting and notify members of the Committee and the students involved of the time and place of the meeting. Every attempt will be made to convene the Committee no later than 10 working days following the receipt of a request for hearing by the Dean of Student Affairs.
2. Three members of the Committee shall constitute a quorum for decision making.
3. A simple majority of the Committee members present shall constitute the decision.
4. Members of the Judicial Committee who have a personal interest or involvement in a particular case may not participate in that hearing.
5. The hearing will be audio tape recorded. Copies of the tapes may be obtained by the accused student by making a request in writing to the Dean of Student Affairs. Students may be billed for the cost of the audio tape.

6. The Dean of Student Affairs will present an opening statement. The accused may also present an opening statement.
7. The complainant will attend the hearing and will present the statement of complaint and the supporting evidence.
8. In connection with presenting the case, the complainant and the accused may present witnesses.
9. An advocate may attend the hearing with the complainant and/or the accused, the advocate may advise the student but may not participate in the hearing. When there is a likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advisor. In such cases, the College may also request the presence of a representative of the Minnesota Attorney General's Office.
10. Members of the Committee may ask questions of any persons present, including witnesses.
11. At the conclusion of the hearing, the Committee shall meet privately and render its decision on the matter before it. The decision shall be rendered in writing within two (2) working days of the hearing. The decision shall set forth the findings of fact and the recommendations of the Committee regarding sanctions, if any. The Dean of Student Affairs shall be given the written findings of the fact and recommendations, and it shall be the duty of the Dean to notify the student or students involved within three (3) working days after receipt of the decision.
12. The decision of the Committee will include the recommended sanction.
13. Hearings and records of hearings are private. They are protected by the Family Educational Rights and Privacy Act, but may be subpoenaed or released under court order due to subsequent litigation.
14. A written report of the proceedings will be placed in the student's permanent file.

Lack of Cooperation

If the student does not respond when requested to participate in the disciplinary process, the following steps will be taken:
1. The Dean of Student Affairs shall make every reasonable effort to locate the student through ordinary channels.
2. If the student does not respond, the Dean will initiate the normal disciplinary procedures in the student's absence.

Savings Clause

Should any article, section or portion of this student policy be held unlawful and/or unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specified article, section, or portion thereof directly specified in the decision. All other articles, sections or portions of this student policy shall remain in full force and effect.

Responsibilities

Responsibility for campus judicial matters is vested in the President of PTCC who may delegate to the Dean of Student Affairs the task of adjudication of student conduct issues as set forth in this policy. All PTCC students and staff are also asked to assume positions of responsibility in the resolution of disciplinary cases.

Responsibility of Student Clubs, Groups, and Organizations

Student clubs, groups and organizations may be charged with violations of the Code of Conduct. Charges may be made, collectively or individually, against the club, group, or organization, its leadership, and/or the individual member(s) responsible for the violation. A club, group or organization may be held responsible for an individual's actions if that person received either direct or implied consent, encouragement, or support to violate the code.

Code violations by student clubs, groups, or organizations will be reviewed by the Dean of Student Affairs or designee to determine the appropriate manner in which the violation should be addressed. Officers, leaders, or other identifiable representatives for a student club, group or organization may be directed to take appropriate action designed to prevent or end violations of this code by the club, group, or organization or by any persons associated with the club, group or organization who can reasonably be said to be acting in the club's, group's or organization's behalf. Violation of the Code of Conduct by student clubs, groups or organizations may additionally result in review by the Student Senate and loss of privileges, status and official recognition.

CONCERNS/COMPLAINTS AND REPORTING

INFORMAL PROCESS

As you navigate through your academic journey you may have a concern regarding an instructor, a campus policy or decision or with another student. Our goal is to encourage resolution by first addressing concerns through open, transparent discussion. There are a variety of methods available for facilitating resolution. One example, which is applicable beyond communicating with instructors, is listed below:

How to Communicate and Problem Solve

With Your Instructor (or other parties) – taken from GPS LifePlan and found at: www.gpslifeplan.org/generic/pdf/how-to-communicate-with-professor.pdf

Identify the Issue

Write out the issue. Think this through. Try to remove the emotion and focus on specifics. Examples include "I am not sure why I received the grade I did." "Can you explain again what you mean by...." Try to see things from the instructor's point of view. Assume that they want you to do well and that they care about your progress. Tell yourself this is not about personalities. If you assume they don't like you or that this is all personality based it is highly unlikely you will find a resolution.

Make an Appointment

It is always better to schedule a time when both of you can sit and talk things through. Trying to catch a faculty member after class or in the hallway means they will not have time to really listen to your concerns or offer many solutions.

Be Clear on Expectations

Make sure you understand what is expected BEFORE you leave. Write it out. Read it back to the faculty member to make sure you are both clear. Set up some time lines when you will get things done or when you can expect to hear back from the faculty member.

KEY TERMS AND ABBREVIATIONS-

AA - Associate of Arts

AAS - Associate of Applied Sciences

AS - Associate of Science

DARs - (Integrated Degree Audit Report)

D2L Brightspace - Desire to Learn

FAFSA - Free Application for Student Aid

FERPA - data privacy laws governing the disclosure of academic record information

G. P. A. - Grade Point Average

Cumulative G. P. A. - Grade point average of ALL credits earned at PTCCC

Program G. P. A. - Grade point average of all required Program of Study courses

ID -Identification Badge

LRTC - Learning Resource and Technology Center

MnSCU -Minnesota State Colleges and Universities

PSEO -Post Secondary Education Options (campus based, concurrent enrollment and ITV delivered courses

Rm - Room

Transferology – system used to identify transfer options within the MnSCU system

Pine Technical &
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